

# Evidence of identity and record of training for general construction induction training under the *Work Health and Safety Regulation 2011*

## Instructions

Registered Training Organisations (RTOs) approved by the WorkCover Authority of NSW to deliver general construction induction training (GIT) under the WHS Regulation are required to complete a 100 point evidence of identity (EOI) check for each participant:

- immediately prior to conducting training
- prior to conducting an assessment for recognition of prior learning (RPL).

The applicant is required to show the RTO delegate original EOI documents that add up to at least 100 points. Within these documents the applicant must be able to show photo, date of birth (minimum age 14 years), signature and current address. It is the RTO's responsibility to ensure that the relevant sections of the EOI form are complete, and to verify the EOI documentation provided.

Note: For inmates of a correctional centre an arrangement exists between WorkCover and the Department of Corrective Services to assist inmates in obtaining at least 100 points by accepting two additional forms of EOI. These are listed at the bottom of the EOI table in section 1.

Other exceptions to the standard EOI requirements are covered by the special arrangements section of this form. Where special arrangements apply, the standard EOI table is not required to be completed, instead section 2 of this form should be filled out.

The record of training (ROT) (last page of this form) is to be completed by an applicant who has successfully completed GIT and provides the information required for the RTO to lodge an application for a GIT card on behalf of the applicant.

Applications are to be made via:

- WorkCover's Online Environment (OLE) if training was conducted.
- The *Recognition of prior learning for general construction induction training assessed in NSW under the Work Health and Safety Regulation 2011* form (GIT-RPL-02) (catalogue no. WC02046) if RPL was conducted.

This EOI/ROT form is to be retained by the RTO and may be called upon for review during an audit or in response to a complaint or compliance related issues.

It is an offence under the *Crimes Act 1900* (Crimes Act) and WHS Act to make false or misleading statements on this form, heavy penalties apply.

## Privacy compliance statement

This information is collected and retained by the RTO. This information is collected for the purpose of conducting training or undertaking an assessment for RPL for general induction training under the WHS Regulation and for the purposes of making an application for a GIT card on behalf of a successful applicant. This information may be disclosed and used by WorkCover for the purpose of monitoring and ensuring compliance with the WHS Act and the WHS Regulation. This information may also be used for the purposes of confirming a participant's details as required. Information provided in this form will not be used or disclosed except in accordance with the requirements of the *Privacy and Personal Information Protection Act 1998* (PPIP Act) and/or *Government Information (Public Access) Act 2009* (GIPA Act). Individual course participants can gain access to their personal information that is held by the RTO.



This section is to be completed prior to the commencement of training.

Applicant name

[illegible]

Primary (only use one primary document)

Points value

<input type="checkbox"/> Australian Birth Certificate/card (minimum 14 years) issued by the Registrar of Births Deaths and Marriages	Number [ ][ ][ ][ ][ ][ ][ ][ ]	State [ ][ ]	70 [ ][ ]
<input type="checkbox"/> Passport (Australian or international) (current or expired within last two years, but not cancelled)	Number [ ][ ][ ][ ][ ][ ][ ][ ][ ]	Country [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]	70 [ ][ ]
<input type="checkbox"/> Australian citizenship certificate	Number [ ][ ][ ][ ][ ][ ][ ][ ][ ]		70 [ ][ ]

## Secondary

<input type="checkbox"/> Current Australian driver's licence	Number [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]	State [ ][ ]	40 [ ][ ]
<input type="checkbox"/> Current Australian learner driver's licence/permit	Number [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]	State [ ][ ]	40 [ ][ ]
<input type="checkbox"/> Current Australian boat operators photo licence <b>(Note: only the personal watercraft licence (PWC) is issued in NSW with a photo and is acceptable. The NSW non-photo boat licence is not acceptable).</b>	Number [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]	State [ ][ ]	40 [ ][ ]
<input type="checkbox"/> Current NSW firearms photo licence	Number [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]		40 [ ][ ]
<input type="checkbox"/> Current Australian issued NCOC photo licence (post 2006) or high risk work licence	Number [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]		40 [ ][ ]
<input type="checkbox"/> Current state/territory proof of age or photo card (eg a NSW RTA issued photo card)	Number [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]	State [ ][ ]	40 [ ][ ]
<input type="checkbox"/> Australian defence or Police photo ID card	Number [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]		40 [ ][ ]

The following documents are worth 25 points (please tick box for type of EOI being used and record points value)

<input type="checkbox"/> Department Veterans Affairs card	<input type="checkbox"/> Current Centrelink card	<input type="checkbox"/> Property (council) rates notice	25	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Property lease agreement	<input type="checkbox"/> Home insurance papers	<input type="checkbox"/> Utility bills	<input type="checkbox"/> Telephone account	25	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Current Medicare card	<input type="checkbox"/> Current motor vehicle registration or insurance papers			25	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Credit/Savings cards/Bank statements (1)	<input type="checkbox"/> Credit/Savings cards/Bank statements (2)				<input type="text"/>	<input type="text"/>
<b>Note: If using credit/savings cards or statements (up to a maximum of 2), these must be from different financial institutions. 1 credit/savings card or statement equates to 25 points. 2 equals 50 points.</b>					<b>Total points</b>	<input type="text"/>

Training in a correctional facility

For inmates of a correctional centre an arrangement exists between WorkCover and the Department of Corrective Services to accept two additional forms of EOI as listed below. This additional EOI applies to correctional centre inmates who are being trained in a correctional facility under this arrangement **ONLY**.

<input type="checkbox"/> Letter of verification from the Department of Corrective Services	25	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Correctional centre inmate MIN card	5	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Correctional centre inmate MIN photo card	40	<input type="text"/>	<input type="text"/>

Correctional centre name and location

[illegible]

(Correctional centre use only) Total points

## RTO/NOMINATED TRAINER USE ONLY

Please confirm at least 100 points of EOI containing the following information has been validated by ticking the box below:

☐ Photo ID sighted    ☐ Date of birth sighted (applicant is over 14 years)    ☐ Current address sighted    ☐ Signature sighted



This section is only to be completed prior to the commencement of training if special arrangements are utilised.

- Aboriginal and Torres Strait Islanders (part A).
- School sector (part B).
- Overseas persons recently arrived in Australia (for less than six weeks) (part C).

All EOI documentation provided under special arrangements must be original. The RTO must ensure the appropriate part is filled out and that the participant details and declarations on page 1 of this form are completed.

[illegible]

Authorised referees for Aboriginal and Torres Strait Islanders include:

- Chairperson, secretary or CEO of an incorporated Indigenous organisation (including land councils, community councils, housing organisations etc).
- Community development employment projects coordinator.
- School principal.
- School counsellor.
- Minister of religion.
- Treating health professional or manager in Aboriginal medical services.
- Centrelink staff, Centrelink agent or other government employee of at least five years.

Name of referee (1)

[illegible]

## Organisation

[illegible]

Contact number

[illegible]

Name of referee (2)

[illegible]

## Organisation

[illegible]

Contact number

[illegible]

1. The identity of the student has been verified by sighting any one of the original documents listed below:

- ☐ Australian Birth Certificate/card (minimum 14 years) issued by the Registrar of Births Deaths and Marriages

Number

[illegible]

State

--	--	--

- ☐
- Australian Citizenship Certificate

Number

[illegible]

- ☐
- Current Australian driver's licence or learner driver's licence

Number

[illegible]

State

--	--	--

International travel documents including a current passport or a passport which has expired within the last two years, but has not been cancelled. Please state type of travel document (eg where a passport is used, include passport number and the country of issue and check the expiry date).

[illegible]



OR

EITHER 2 or 3 - whichever applies.

- Name of school and location

[illegible]

Name and title of school official

[illegible]

Date of statement (DD/MM/YYYY)

/  /

OR

if using 3 - place an X in the box

3. ☒ The identity of the student has been verified by sighting a student ID card that contains the school crest/seal, photo, student's name and date of birth.

## Date of arrival (DD/MM/YYYY)

Date of arrival (DD/MM/YYYY)

- ☐ The person has been in Australia for less than six weeks; and
- ☐ The person is not ordinarily a resident of Australia

1. The identity of the person has been verified by sighting one of the following overseas travel documents.

Passport number

Expiry date (DD/MM/YYYY)

												/			/				
--	--	--	--	--	--	--	--	--	--	--	--	---	--	--	---	--	--	--	--

Country

[illegible]

OR

Other international documents of identity that have the same characteristics as a passport eg diplomatic documents and documents issued to refugees.

Document type and number

[illegible][illegible]

AND

2. One of the following EOI documents (Australian or overseas). Please tick the appropriate box.

- ☐
- Current driver's licence

Number

[illegible]

Country

--	--	--	--	--	--	--	--	--

- ☐
- Credit/Savings account card



This section is to be completed prior to the commencement of training.

Family/Surname

[illegible][illegible][illegible]

□ □ / □ □ / □ □ □ □

## Unit number/Street number/Property number (include Lot or DP number if applicable)

[illegible][illegible]

Postcode

[illegible]

Mobile number

--	--

[illegible]

## Unit number/Street number (include GPO Box/PO Box if applicable)

[illegible][illegible]

Postcode

[illegible]

I declare that the details contained on this form are true and correct. The EOI details were provided to the RTO prior to attending GIT or RPL assessment under the WHS Regulation.

Date (DD/MM/YYYY)

\_\_\_\_\_

/   /

It is an offence under the *Crimes Act 1900* (Crimes Act) and WHS Regulation to make false or misleading statements in this application.

This page refers to the student. Requires the student's signature.



#### 4. RTO AND NOMINATED TRAINER DETAILS AND DECLARATION

This section is to be completed prior to the commencement of training.

RTO name

NSW DEPT OF EDUCATION +  
COMMUNITIES

WorkCover approval number

CO9387

Nominated trainer name

Construction Teacher's Name

Nominated trainer identification

TR Construction Teacher's WorkCover number

##### RTO delegate declaration

I certify that I have sighted and confirmed the participant's EOI against original documentation provided prior to conducting GIT or RPL assessment under the WHS Regulation.

Signature of RTO delegate

Date (DD/MM/YYYY)

It is an offence under the Crimes Act and WHS Regulation to make false or misleading statements in this application.

#### 5. RECORD OF TRAINING

This section must be completed by the applicant and trainer immediately after the completion of training.

##### Applicant's declaration

I, the applicant recorded in section 3 of this form, wish to apply for a WorkCover GIT card. I certify that the details on this form are true and correct and confirm I have successfully completed GIT under the WHS Regulation.

Signature of applicant

Date of declaration (DD/MM/YYYY)

##### Trainer's declaration

I, the nominated trainer recorded in section 4 of this form certify that the applicant has successfully completed GIT under the WHS Regulation.

Competence was demonstrated via: ☒ Training and assessment ☐ RPL

Date training/assessment completed

Statement of training (SOT) number issued

Signature of trainer

Date of declaration (DD/MM/YYYY)